

Recruitment Notice -- Please Post
UTAH STATE TAX COMMISSION

{Current state employees are not eligible for these positions}

JOB TITLE: SEASONAL TAX CLERK \$6.81 hourly
MOST POSITIONS ARE FULL-TIME ***TEMPORARY (no benefits)***

LOCATION: Utah State Tax Commission
All positions are located at 210 North 1950 West, SLC, UT 84134

RECRUITMENT: Opening Date: January 26, 2004. Night shifts will not be available this year. Most seasonal employees will likely not work any later than 6:00 p.m.

HOW TO APPLY: Obtain and submit a 2004 (blue) seasonal employment application at TAX COMMISSION, Main Lobby Reception Desk, 210 North 1950 West, SLC. ***You may also contact Bonnie Darnell (801) 297-3823, Tax Commission HR office, if you would like an application mailed to you.***

JOB DUTIES: Perform batching, tax exam, data entry, document control or other various support duties during the income tax season (typically runs from February through end of April —some positions may last through the end of May or into June)

Daytime 8-hour shifts typically begin between 6:00 and 8:00 a.m. and end between 2:30 p.m. and 4:30 p.m., with 40 hours per week. Some shifts may begin later and end at 6:00 p.m. Some part-time four-hour positions may be available.

Must be 16 years of age. Fingerprints will be taken and background check conducted.

JOB REQUIREMENTS:

Data Entry, batching, and exam positions require written test results from Workforce Services.

(data entry at approx. 8,000 keystrokes per hour; **OR** 10-key at approx 150 kpm and type at 30 wpm)

All staff hired will be trained on the job. Offers of employment will be made based on the skills and abilities needed to perform the available work.

The State Tax Commission is an equal opportunity employer.